Friends of the University Libraries Board Meeting, Zhang Legacy Collections Center, October 7, 2013, 2:00


Welcome/Introductions/Announcements
Houghton welcomed everybody and introduced Morgan.

Approval of Agenda
The agenda was approved as presented. (Zastrow/Chase)

Approval of Minutes - September
The minutes were approved as presented. (Eckel/Zastrow)

Treasurer’s Report
Smith provided a copy of the treasurer’s report and reported on revenue including $360 in membership renewals and a check from BWB for $187.20. Gedeon reported that the shipment for BWB was delayed over the summer but recently a number of boxes shipped out.

Committee Reports

2013-2014 Event Planning
ScholarWorks - Houghton reported on the two upcoming events. October 10 – ScholarWorks - Bundza will talk about this project in the Meader Room at 4:00. Houghton will take care of cookies and Carlson will take care of coffee. Chase has the banner. Houghton will request the stand.

Behind the Scenes - Zhang Legacy Collections Center – November 11 at 3:00. Carlson and Houghton will take care of refreshments.

Spring Program on Forensic Anthropology – Eckel has two potential dates, February 5 or February 12. The Meader Room will work since it seats 50 to 60. Chase will check on the availability and coordinate with Eckel. Eckel will confirm final dates. He will also talk to the speaker about a display case.

Mary Heebner – March 7 will be the public presentation in the Richmond Center.

Annual Meeting – We need to start thinking about ideas.

Web/Marketing
Eckel reported that he has the ScholarWorks and the Zhang opening events placed on the news and events page of the University.

Membership
Morgan went over the list she received from WMU Development. She learned that not all monies that go into the Friends fund are not tagged as members. Members and donors seem to be two separate categories. Morgan asked how monies get tagged. She wanted to research it and wanted a print-out of the donors. This was a list of about 250 versus 100 members. This last newsletter went to donors. Out of the 250, Development pulled out people who did not want mailings, people who gave a memorial gift, change of address, deceased. In the end, the newsletter went to about 180 people. The mailing for
many years was about 100. We need to determine which people on the list have paid in the last year and follow up with a request to those who need to renew. Brochures have been updated to include new contact information. Morgan suggested we think about PR and targeting groups. Houghton indicated that we may want to explore this early next year.

**Student Scholarships/Staff Support**

The Friends are supporting Research Night. Houghton wondered if the staff appreciation event had been planned. Morgan talked to Dean Reish about an event to celebrate the building and show appreciation for staff but no definite plans have been made or announced.

Eckel talked to Buckner about student scholarships. The call for applications will go out in the next couple of weeks and be due by the end of November. It will be for disbursements for two student scholarships for spring 2014. There will be call in spring 2014 for fall 201 for fall 2014. Buckner asked about a Friends donation. A motion was made and unanimously approved to allocate up $500 for the spring 2014 student scholarship fund. (Carlson/Zastrow)

**Adjournment**

The meeting adjourned. (Zastrow/Carlson)

The meeting adjourned at 2:53.

The minutes were taken by Carlson.